

**Notice of meeting of  
Member Support Steering Group**

**To:** Councillors Douglas (Chair), Barnes, Cunningham-Cross, Runciman (Vice-Chair) and Wiseman

**Date:** Thursday, 19 July 2012

**Time:** 5.00 pm

**Venue:** The Guildhall, York.

**A G E N D A**

**1. Declarations of Interest**

At this point in the meeting, Members are asked to declare any personal or prejudicial interests they may have in the business on the agenda.

**2. Minutes**

(Pages 3 - 6)

To approve and sign the minutes of the meeting held on 16<sup>th</sup> April 2012.

**3. Public Participation**

At this pointing the meeting, members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Committees remit can do so. The deadline for registering is **5:00pm on Wednesday 18<sup>th</sup> July 2012.**

**4. The New Remit for the Member Support (Pages 7 - 10) Steering Group.**

This report sets out the revised remit for the Steering Group, as agreed by Council on 12 July, in relation to its advisory role on the wider Member support function.

**5. Review of the Personal Development (Pages 11 - 18) Review Process for Elected Members.**

This report sets out further information for the Steering Group to consider as part of their review of Personal Development Reviews.

**6. Annual Monitor of Take-Up and Evaluation (Pages 19 - 32) for the Municipal Year 2011/12**

This report informs Members of the take-up and evaluation from the municipal year 2011/12.

**7. Work Plan. (Pages 33 - 34)**

Members are asked to consider the Work Plan for the Member Support Steering Group.

Democracy Officer

Laura Bootland

Tel:01904 552062

Email: [laura.bootland@york.gov.uk](mailto:laura.bootland@york.gov.uk)

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting Laura Bootland Democracy Officer

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

## About City of York Council Meetings

### Would you like to speak at this meeting?

If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

**A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088**

### Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

### Access Arrangements

We will make every effort to make the meeting accessible to you. The meeting will usually be held in a wheelchair accessible venue with an induction hearing loop. We can provide the agenda or reports in large print, electronically (computer disk or by email), in Braille or on audio tape. Some formats will take longer than others so please give as much notice as possible (at least 48 hours for Braille or audio tape).

If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an

interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

যদি যথেষ্ট আগে থেকে জানানো হয় তাহলে অন্য কোন অর্ধাতে তথ্য জানানোর জন্য সব ধরণের চেষ্টা করা হবে, এর জন্য দরকার হলে তথ্য অনুবাদ করে দেয়া হবে অথবা একজন দোভাষী সরবরাহ করা হবে। টেলিফোন নম্বর (01904) 551 550।

*Yeteri kadar önceden haber verilmesi koşuluyla, bilgilerin terümesini hazırlatmak ya da bir tercüman bulmak için mümkün olan herşey yapılacaktır. Tel: (01904) 551 550*

我們竭力使提供的資訊備有不同語言版本，在有充足時間提前通知的情況下會安排筆譯或口譯服務。電話 (01904) 551 550。

اگر مناسب وقت سے اطلاع دی جاتی ہے تو ہم معلومات کا ترجمہ میا کرنے کی پوری کوشش کریں گے۔ ٹیلی فون (01904) 551 550

*Informacja może być dostępna w tłumaczeniu, jeśli dostaniemy zapotrzebowanie z wystarczającym wyprzedzeniem. Tel: (01904) 551 550*

## **Holding the Cabinet to Account**

The majority of councillors are not appointed to the Cabinet (39 out of 47). Any 3 non-Cabinet councillors can 'call-in' an item of business from a published Cabinet (or Cabinet Member Decision Session) agenda. The Cabinet will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Cabinet meeting in the following week, where a final decision on the 'called-in' business will be made.

## **Scrutiny Committees**

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

## **Who Gets Agenda and Reports for our Meetings?**

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
- Public libraries get copies of **all** public agenda/reports.

City of York Council

Committee Minutes

---

MEETING	MEMBER DEVELOPMENT STEERING GROUP
DATE	16 APRIL 2012
PRESENT	COUNCILLORS GUNNELL (CHAIR), JEFFRIES (SUBSTITUTE), RUNCIMAN (VICE-CHAIR), WISEMAN AND DOUGLAS
APOLOGIES	COUNCILLORS BARNES

---

**39. DECLARATIONS OF INTEREST**

At this point in the meeting, Members are asked to declare any personal or prejudicial interests they may have in the business on the agenda. None were declared.

**40. MINUTES**

RESOLVED: That the minutes of the meeting held on 8 March 2012 be approved and signed by the Chair as a correct record.

**41. PUBLIC PARTICIPATION**

It was reported that there had been no registrations under the Council's Public Participation Scheme.

**42. MEMBER TRAINING AND DEVELOPMENT CORE PROGRAMME 2012-13.**

Members considered a report which set out the draft proposed core programme of training and development opportunities for Members for the 2012/13 municipal year.

Having considered the draft programme at Annex A, Members made the following comments and suggestions:

- The possibility of running a training session on fundraising and the new approach to Neighbourhood Working. This would be to enable Members to understand the processes involved in applying for funding and where to signpost groups and individuals to funding sources.

- Members were supportive of ‘Policy Cafes’.
- Planning training should be held earlier than September 2012 in order for Members to receive the training prior to any policy changes being introduced.
- Key note speakers have had a tendency to be repeated, Members asked that speakers from further afield be sourced if at all possible.
- Members suggested the following subjects for pre council seminars: The Police Commissioner election, peripheral services such as the Coroner, the Registrar.
- The Equality Advisory Group should be consulted on equalities training to establish any areas that should be made a priority for training.
- A briefing document on outside bodies/being a Trustee would be useful to Members if it is not intended to include a training session in the Core Programme.
- An external provider on chairing skills would be beneficial.
- A session on public speaking that is separate from the chairing skills training is preferred by Members.

RESOLVED: That Members approved the draft core programme for 2012/13, including e-learning, as set out in Annex A to the report.

REASON: To enable arrangements for the delivery of a core programme for the municipal year 2012/13.

**43. REVIEW OF THE PERSONAL DEVELOPMENT PLAN PROCESS.**

Members considered a report which set out the beginnings for a review of the Personal Development Reviews which are offered to all Councillors on an annual basis.

Personal Development Reviews are one of four key strategic elements of the Member Training and Development Policy.

In response to Members questions, Officers confirmed that they were happy to look into different options for the provision of PDR's.

Members agreed to approve Option 3 as outlined in the report but requested that further information on alternative options for PDR's be brought back to the Steering Group in July.

RESOLVED: That Members approved Option 3 and asked Democratic Services to undertake more research/bring back a report to the Steering Group into alternative possibilities whilst retaining the current system for the municipal year 2012/13.<sup>1</sup>

REASON: In order to identify a suitable Personal Development Review process.

Action Required

1. Report on PDP's.

TW

**44. COUNCILLORS PERSONAL PORTFOLIOS.**

Members considered a report which set out some provisional ideas about the best way to provide Personal Portfolio's for Councillors.

At a previous meeting of the Steering Group, Officers had been asked to look into the possibility of Members having a 'Personal Portfolio' which could be used to evidence committee experience and roles undertaken as well as training and development sessions attended.

It was questioned whether Members would have the time to keep individual profiles updated and if all details of Member training should be made publicly available.

In response to Members questions, Officers confirmed that Democratic Services holds all of the information that would be included in a Personal Portfolio and could provide a print out of the information and supporting letter for Members should they ever require it.

RESOLVED: That Members decided against the options suggested in the report.

REASON: The Steering Group did not consider Personal Portfolios necessary for Members.

**45. WORK PLAN.**

Members considered the work plan for the Steering Group for the 2012/13 municipal year.

Members referred to the Member Training and Development Core Programme considered under agenda item 4 and commented that it would be useful for a report on outside bodies to be added into the work plan.

RESOLVED: That the Work Plan be approved, taking into consideration the request detailed above.<sup>2</sup>

REASON: In order to provide the Steering Group with a work programme for future meetings.

Action Required

2. Add report into work plan.

TW

Councillor Gunnell, Chair

[The meeting started at 5.00 pm and finished at 6.20 pm].





---

## **Member Support Steering Group**

**19 July 2012**

Report of the Assistant Director, Governance & ICT

## **New Remit of Member Support Steering Group**

### **Summary**

1. This report sets out the revised remit for the Steering Group, as agreed by Council on 12 July, in relation to its advisory role on the wider Member support function.

### **Background**

2. Meeting in its then capacity as the Member Development Steering Group in March the Steering Group considered a report on widening its role to work effectively with Democratic Services in both supporting and developing Members in their various roles. This would enable the Group to work with and advise Democratic Services upon appropriate support packages for Members across the spectrum and not purely in relation to training and development. As with the delivery of training and development, the Group could provide a useful interface with Members of all Groups and in relation to the full range of support functions.

### **New Remit**

3. Having formed the view that widening their scope would be appropriate, this Steering Group then considered an appropriate revised remit and recommended that remit to Council. That remit was adopted by Council at its meeting on 19 July 2012.
4. The new remit of this Steering Group is now as follows:
  - To advise the Head of Civic & Democratic Services upon the provision of support to Members in accordance with the Council's Member Development & Training Policy and its Scheme of Allowances and Entitlements to Members;

- To liaise with Group Members where appropriate on matters affecting the provision of support to them and as considered by the Steering Group.
5. To reflect its change in scope, Council also agreed on 12 July 2012 that the name of the Steering Group should be formally changed to become the '*Member Support Steering Group*'.

### **Reviewing the Role of the Steering Group**

6. In the light of the formally agreed changes to the remit of the Steering Group and its new sphere of operation, it is suggested that Members consider what specific areas they wish to advise beyond those already identified in the Work Plan elsewhere on this agenda.
7. In addition to Member training and development, Democratic Services provide the following range of support and administrative services to Members:
- Members allowances and expenses;
  - Equipment provided to Members (eg ICT, storage cabinets);
  - Registers of interests, gifts & hospitality and data protection;
  - Provision of local and regional information (Guide to Being a York Councillor, access to regional resources) \*
  - Fortnightly e-bulletin containing local, regional & national information relevant to Members

\*This will soon be complemented by an interactive learning and information site for Members in the form of a webpage (as previously reported to the Steering Group).

8. As the Work Plan shows, an update is to be provided at a future meeting on progress with and ambitions for a new Member interactive webpage. This will provide a facility for interlinking all aspects of support services for Members in terms of information and interactive communication.
9. The current range of allowances and entitlements provided to Members is being reviewed by an Independent Remuneration Panel, in accordance with statutory requirements. That Panel (IRP) will report to Council in due course. Once Council has decided what, if any, changes it wishes to make to the Council's current Scheme of Allowances & Entitlements to Members, the

Steering Group may wish to have an overview of those entitlements.

10. In relation to the areas identified above and not already shown on the Work Plan for the Steering Group, Members are asked to consider if there are any specific Member Support issues they would like to advise on.

### **Consultation**

11. This Steering Group is already the Member consultative body on Member training and development related issues and it is recognised that the Group's consultative role will now expand to fuller range of Member support services. This report is, in effect, consulting the Steering Group on wider areas of operation.

### **Options**

12. Members can choose to identify some further areas of interest across the Member Support function as identified in paragraphs 7 onwards above, or not. Alternatively, Members may choose not to identify any further specific areas of interest, other than those already on the Work Plan at this time. Rather, Members could wait to receive more information on the emerging webpage and the outcome of Council's decision on its Scheme of Allowances/Entitlements.

### **Council Plan 2011-15**

13. Having a Steering Group to advise upon and consider issues related to the provision of Member Support will assist the Council in equipping Members with the information, support and training they need to make and review decisions upon the key priorities set out in the Council Plan.

### **Implications**

14. There are no direct financial, legal or other implications associated with the recommendations in this report.

### **Risk Management**

15. In compliance with the Council's risk management strategy, there are no known risks associated with the recommendations in this report.

**Recommendation**

16. Members are asked to note the new remit and area of operation of the Steering Group and if considered appropriate at this time, identify any additional areas of focus, other than those already set out in the Work Plan elsewhere on this agenda.

**Reason**

17. To enable closer cross party working with Members on all aspects related to supporting Members.

**Contact Details**

**Author:**

Dawn Steel  
Head of Civic & Democratic  
Services

**Chief Officer Responsible for the  
report:**

Andrew Docherty  
Assistant Director, Governance & ICT

**Report  
Approved**



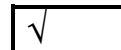
**Date** 13 July 2012

**Specialist Implications Officer(s)**

None

**Wards Affected:**

**All**



**For further information please contact the author of the report**

**Background Papers:** None.

**Annexes:**

None



---

**Member Support Steering Group****19<sup>th</sup> July 2012**

Report of the Assistant Director Governance &amp; ICT

**Review of the Personal Development Review (PDR) Process for Elected Members****Summary**

1. This report sets out further information for the Steering Group to consider as part of their review of Personal Development Reviews.

**Background**

2. Personal Development Reviews (PDRs) are currently offered to Councillors on an annual basis. They are one of the four key strategic elements of the Member Training & Development Policy which states:
  - A personal development review (PDR) for all Councillors to identify individual needs in a safe and confidential environment with a trained consultant. A confident Councillor will naturally be more effective in taking forward the Council's improvement agenda and ensuring the delivery of strategic aims and priorities
  - An annual PDR review to check how the outcomes from the PDR have progressed and a review of individual development or training needs as a result of changes in roles, lifestyle or working practices
  - An annual review by the Member Development Steering Group relating to the personal development review process. Such a review will look at outcomes from the process and actual reviews undertaken and identify any key themes which need to be fed into the Annual Core Training & Development Programme.
3. During the last municipal year (2011/12) 23 Councillors have had a PDR; in the previous municipal year (2010/11) 16 Councillors took up the offer of a PDR.

Background to Review of PDR Process

4. At a previous meeting of the Steering Group Members requested that a review of the Personal Development Review process be undertaken. The Steering Group had expressed dissatisfaction with the current PDR process.
5. Currently, when a Councillor undertakes a PDR, they initially meet with an independent consultant to discuss their individual training and development needs. The consultant then collates this information and forwards it on to the individual Councillor for their sign off. The completed and agreed PDR is then returned to Democratic Services so that any training and development needs can be picked up.
6. When we last reported to the Steering Group Democratic Services had only received back 8 completed PDR forms from the 23 PDRs that took place. In effect this meant that 15 PDRs were undertaken and paid for where there were no known outcomes or identified development needs that could be followed up. However, Democratic Services have since written to Councillors for their outstanding forms and a further 3 have been returned which means to date there are still 12 outstanding.
7. Some (although by no means all) of the unreturned forms were for newly elected Councillors where it was difficult to identify development needs at the time; especially for those where PDRs were undertaken in June 2011, shortly after the election. Further PDRs were offered in October and November 2011 and there are also unreturned forms from these as well.
8. As mentioned before, PDRs are currently provided by an external consultant and are relatively expensive. It would seem that from the volume of non-returned forms they are not necessarily providing good value for money. The reluctance of some Members to return their forms could also indicate that there is a more general lack of engagement with the PDR process that we are currently using.
9. At the meeting of this Steering Group Members held on 16<sup>th</sup> April 2012 Members were presented with the following options:
  - Keep the present PDR System
  - Use another provider
  - Look at what other Local Authorities are doing

10. On consideration of these options and the papers presented at the last meeting the Steering Group agreed that PDRs were important in principle and tasked officers with undertaking more research on the options available and what was happening in other local authorities.
11. What do other Local Authorities do – e-mails were sent to 54 of the 55 unitary authorities across the country in relation to how they undertake PDRs for their own Elected Members; 30 responses were received.
12. The responses received are mixed however one of the most popular ways of providing PDRs seems to be in-house. The way they are provided varies from informal discussions with Member Development Officers to more formal PDRs with questions based around the political skills framework. However, in most instances the PDRs are focussed around identifying training and development needs rather than around assessing performance. Where PDRs are provided externally one Local Authority uses an ex-member of staff on a consultancy basis and another uses a Peer Member (presumably from another Local Authority but this isn't actually stated).
13. Take up of PDRs in other Local Authorities - take up varies quite significantly with some Local Authorities receiving 100% take up, however most do not report such good take up with one Local Authority that offers PDRs in-house not having had any take-up since 2009.
14. Quite a few Local Authorities have never provided PDRs whilst some have moved away from providing any form of PDR due to staff reductions and/or cuts to Member Development budgets. Others have changed how they provide the service and rather than formal PDRs have developed on-line surveys to ask similar questions to those that would be asked as part of a PDR. At least one Local Authority now only offers PDRs to Cabinet Members and Chairs of Scrutiny Committees.

### **Potential Ways Forward**

15. Keep the present PDR system using the same external consultant - The Steering Group could keep the status quo and retain the present system. A reminder to Councillors of the purpose of the PDR interview and the importance of using that hour as effectively as possible to determine future development needs may be useful and this is something that Democratic Services could easily undertake, working with this Steering Group. However, if Members chose to keep the current system then it may be wise to consider what would be the best time of year to hold PDRs.

16. The current provider has suggested that PDRs give the greatest benefit when seen as a two way process. He suggested it would be sensible to concentrate on the quality of the PDR rather than on the amount of Councillors undertaking them. If some Councillors find them beneficial then that it is a positive thing and should be welcomed
17. However Members should be aware that the total spent on PDRs for the last municipal year was £1260. As there are still some Councillors who have not yet returned their PDR forms we have no identified outcomes from the PDR process, this means that effectively a substantial amount of the £1260 spent was not good value for money.
18. Using an alternative provider – there is the possibility of keeping the same system as now but looking for a different provider of PDRs, who may have a slightly different approach. However, another external provider would probably charge a similar amount to our present provider. If this were the preferred way forward then financial implications would need to be explored prior to this being adopted.
19. Providing the Service In-House - The service could be provided in-house and undertaken by an officer or officers of the Council although this may lose the independence and impartiality that we have now. However, it is not uncommon in other Local Authorities and is becoming an increasingly popular way of providing PDRs to Councillors especially in times when budgets are tight. If Members choose to go along the route of providing PDRs in-house then there may be a requirement to effectively train one or more officers on how to provide them. However, there are managers who are already trained to deliver staff PDRs, but probably none with training specifically associated to Members.
20. Whilst bringing PDRs for Members in-house could provide a small financial saving there could well be a significant impact on officer time and any in-house provision would need to be suitably resourced.
21. 360° Reviews – another alternative system is 360° reviews. These are generally on-line self assessments for Members that enable 360° feedback against the political skills framework, reporting back on skills and development needs. As an example, South East Employers<sup>1</sup> have developed an online service to help Councillors identify their skills and development needs. The Skills Portal is an online tool enabling both self and 360° feedback against the Political Skills Framework. It is advertised

---

<sup>1</sup> We have been asked by Local Government Yorkshire and Humber whether we would be interested in also using the system used by South East Employers



as being straightforward and user friendly for Councillors, contributors and authority staff alike. There are four key elements to the Skills Portal:

- **Self Assessment** – the Councillor captures their skills, rating themselves against statements from the Political Skills Framework developed by Local Government Group
  - **360° Feedback** – the Councillor requests feedback from a minimum of three contributors, for example, a peer, officer or member of the public. The contributor provides their opinion of the Councillor's skills and abilities against the same framework
  - **Reports** – the Councillor receives a comprehensive report exploring areas of strength and development based on their self assessment and 360° feedback. A personalised report detailing appropriate courses and resources is generated from the identified development needs.
  - **Demographics** – Additionally the tool collects demographic and personal learning preference data which can be analysed to identify over-arching needs
22. Some suppliers offer a free trial for a maximum of three people per authority and this may be something that the Member Support Steering Group may like to consider.
23. There are various suppliers of 360° systems and a suitable supplier would need to be identified should Members identify this as their preferred way forward. Members would also be advised to take a closer look at the system recommended by Local Government Yorkshire and Humber via South East Employers

### **Consultation**

24. All Members were given the opportunity to respond to a survey in March 2012 on training & development needs. Some identified the PDR as a positive and useful tool for them whilst others were not so keen. Verbally, several Members have also made Democratic Services aware that they do not find the current PDR provision of use.
25. Consultation has also taken place with other Unitary Authorities across the country as to the processes they use for Councillor PDRs.

## Options

26. Members have the following options:

**Option 1** – continue with the same service as we have now but embed it much more strongly

**Option 2** – identify, from the potential options set out above, a preferred system

## Analysis

27. Much of the analysis of the options is contained within the body of this report. PDRs can be costly (whatever system is used) so it is important that forms for all those undertaken are returned completed to both the consultant and Democratic Services in order that any training and development needs can be clearly identified and addressed. Work could be undertaken to attempt to embed the ethos behind PDRs much more strongly. In addition to this choosing the best time of the year, dependent on the experience of the Member, to hold PDRs needs to be considered.
28. Moving to a different system could potentially be resource intensive. In the first instance identifying and putting any alternative system in place would take time. Secondly, if it was suggested that officers provide PDRs for Members then work loads may need to be altered to accommodate this or alternatively additional staffing provision sourced.
29. Democratic Services currently have Charter Status for Member Development and this is due to be reviewed in 2013. Charter Status would only be kept if any alternative option that Members may choose for PDR provision were based around the Political Skills Framework.

## Council Plan

30. Having well informed and trained Members will help the Council deliver its key priorities set out within the Council Plan 2011-15.

## Implications

31. **Financial** – currently the Member Development budget covers the cost of PDRs; however if an alternative system were to be chosen then costs for this would need to be identified. Any costs for any new system would need to be met from current budgets.

32. Indicative costs for 360° systems seem to be in the order of £2000 for a one year package or £4,500 for a three year package. However further research would need to be done on the actual financial implications with any preferred supplier should this be Members' chosen option.
33. It should also be noted that currently we pay per PDR undertaken so if there is little take-up the costs are much lower. However, the cost of a 360° system is static no matter whether 1 or 47 Members use it.
34. **Human Resources** – dependent on which system is chosen there may be resource issues in relation to officer time.
35. There are no other known implications associated with the recommendations within this report.

### **Risk Management**

36. The Council was awarded Charter Status for Member Development in September 2010. In order to keep this status when we are reassessed we will need to be able to demonstrate that the Council has a structured process for regularly assessing elected Member development needs at both an individual and Council wide level; this would include the provision of PDRs.
37. There is a significant risk that Charter Status would be lost if we abandon a PDR process altogether. It is, therefore, very important that we either retain the system we have now or replace it with something equally as robust and demonstrable when it comes to being reassessed.

### **Recommendations**

38. Members are asked to identify which, if any of the potential ways of providing PDRs they would like to progress.

Reason: in order to identify a suitable PDR process.

### **Contact Details**

**Author:**

Tracy Wallis  
Scrutiny Officer  
Scrutiny Services  
Tel: 01904 551714

**Chief Officer Responsible for the report:**

Andrew Docherty  
Assistant Director Governance & ICT  
Tel: 01904 551004

**Report  
Approved**



**Date**

**Specialist Implications Officer(s)** None

**Wards Affected:**

**All**



**For further information please contact the author of the report**

**Background Papers:**

None



---

**Member Support Steering Group****19<sup>th</sup> July 2012**

Report of the Assistant Director Governance &amp; ICT

**Annual Monitor of Take-Up & Evaluation for the Municipal Year 2011/2012****Summary**

1. This report informs Members of the take-up and evaluation from the municipal year 2011/12.

**Background**

2. The Council has put in place effective systems for recording the data it holds in respect of development activities offered to Members. Under the Council's Member Training & Development Policy, this Steering Group is empowered to monitor both take-up and feedback in relation to both induction and the core programme.

**Consultation**

3. Evaluation forms are available at the end of most events and Members are encouraged to complete these. These are analysed and the results presented to this Steering Group on a regular basis.
4. In addition to this an in-year survey on the provision of training was sent to all Members asking for their views on the training provided and what they wanted to see in the 2012/13 core training and development programme.

**Monitoring of Take Up of Training & Development**

5. In January 2009 Council introduced an annual minimum requirement relating to the number of development activities Cabinet and non-Cabinet Members should attend over the course of a year, these being:
  - Cabinet Members                      12 development sessions
  - Non-Cabinet Members                  8 development sessions

### **Analysing Take-Up**

6. Six of the Cabinet Members either met or exceeded their target of attending at least 12 qualifying sessions during the municipal year 2011/12; two did not meet their target attending 7 and 9 sessions each.
7. Thirty Non-Cabinet Members met or exceeded their target of attending 8 qualifying sessions with nine not having met the target.
8. In accordance with the Steering Group's role, Members may wish to consider how they will encourage Members within their individual groups to meet their targets for the current municipal year.
9. The take up figures for the municipal year 2011/12 reflect Councillors' engagement with a wide spectrum of development opportunities including events offered in the induction programme, core programme, external seminars and topical briefings. In addition to this training offered by partner organisations such as the Police and Fire Authorities is also included.
10. Members are encouraged to notify Democratic Services of any other sessions they attend throughout the year, which could be added to their personal targets.

### **Evaluating the Core Programme (including in year additions)**

11. During the municipal year 2011/12 training was effectively provided in the following stages:
  - Post Election Induction Days
  - Induction & Development Opportunities (May 2011 to July 2011)
  - Induction & Development Opportunities (September 2011 to May 2012)
  - Community Events: Out & About in your Communities
12. There were also several in year additions to the above programmes. **Annex A** of this report sets out attendance figures for each of the sessions offered.
13. Training and development provision for the municipal year 2011/12 has been very comprehensive with over 90 sessions being offered to Members throughout the year.
14. The sessions offered as part of the Post Election Induction Days were primarily aimed at newly elected Councillors, however they were open to

all 47 Members and some more experienced Members also chose to attend these.

15. As can be seen from **Annex A** attendance levels at training and development sessions throughout the municipal year have been variable. Attendances have been regularly reported to this Committee via quarterly monitoring reports. From the attendance figures set out in **Annex A** topical briefings, statutory training and Pre-Council Briefings continue to be well attended.
16. The response to the Spring Programme '*Community Events: Out and About in your Communities*' was disappointing with only one event from the entire programme actually going ahead. This was the 'Tour of Council Assets' which was attended by 6 Councillors.
17. The Steering Group have received regular updates on feedback received throughout the year. Feedback is monitored by way of an evaluation form at the end of a session and where possible comments are taken into consideration when arranging further training sessions. On the whole comments are positive but there continues to be negative comments about handouts being in too small print, presentations being unreadable from a distance and rooms/venues not being considered suitable for the sessions.
18. Members are encouraged to complete evaluation forms at the end of most sessions. However sometimes it is not possible to hand forms out or they are forgotten. In these cases Democratic Services endeavour to send evaluation forms to Members via e-mail as soon after the session as possible; returns to e-mailed evaluation forms do tend to be lower. In light of the forthcoming move to West Offices where we will be more pressed for storage space it is suggested that a move towards evaluation forms being e-mailed would be wise despite the current low return. Reminder e-mails could be sent if forms are not returned.

### **Options**

19. Members are asked to note the report and consider how evaluation forms should be circulated after training and development sessions.

### **Analysis**

20. Analysis is contained within the body of this report.

### **Council Plan**

21. Having well informed and trained Members will help the Council deliver its key priorities set out within the Council Plan 2011-15.

### **Implications**

22. **Financial** – there are no financial implications associated with the recommendations within this report. Currently the Member Development budget covers the cost of training and development sessions as most of these are provided in-house.
23. **Human Resources** – there are no Human Resources implications associated with the recommendations within this report
24. There are no other known implications associated with the recommendations within this report.

### **Risk Management**

25. In compliance with the Council's risk management strategy there are no risks associated with the contents of this report.

### **Recommendations**

26. Members are asked to note and comment on the report and choose how evaluation forms should be provided after sessions in the future.

Reason: To keep the Steering Group up to date with take-up and feedback in relation to training and development provision.

### **Contact Details**

**Author:**

Tracy Wallis  
Scrutiny Officer  
Scrutiny Services  
Tel: 01904 551714

**Chief Officer Responsible for the report:**

Andrew Docherty  
Assistant Director Governance and ICT

**Report  
Approved**



**Date** 12/07/2012

**Specialist Implications Officer(s)** None



**Wards Affected:** *List wards or tick box to indicate all*

**All**

**For further information please contact the author of the report**

**Background Papers:**

None

**Annexes**

**Annex A** Table of Attendance at Sessions Offered

This page is intentionally left blank

## Table of Attendance at Sessions Offered

## Annex A

Session	Programme	Attendees	Comments
Introduction to CYC	Post Election Induction Days	19	2 sessions offered
Basic Principles of Decision Making & Overview and Scrutiny	Post Election Induction Days	13	2 sessions offered
Code of Conduct and Interests	Post Election Induction Days	15	2 sessions offered
Understanding Motions & Standing Orders	Post Election Induction Days	1	
Media Awareness	May 2011 to July 2011 Programme	4	External trainer
Getting to Know Your Neighbourhood	May 2011 to July 2011 Programme	13	
Historic Tour of Mansion House & Guildhall	May 2011 to July 2011 Programme	4	
IT Skills Drop In Session	May 2011 to July 2011 Programme	3	4 dates offered
Corporate Health & Safety	May 2011 to July 2011 Programme	3	
Speaking in the Chamber	May 2011 to July 2011 Programme	1	Regional sessions - 2 sessions offered (one in Leeds and one in Scarborough)
Essential Licensing	May 2011 to July 2011 Programme	11	
Essential Planning	May 2011 to July 2011 Programme	25	2 sessions offered
Let's Talk Scrutiny	May 2011 to July 2011 Programme	11	External trainer

## Table of Attendance at Sessions Offered

## Annex A

Session	Programme	Attendees	Comments
Making a Bigger Difference through Overview & Scrutiny	May 2011 to July 2011 Programme	19	External trainer
Overview of the Local Development Framework (LDF) Process	In year addition	9	
Corporate Appeals Training	In year addition	6	
Being an Effective Chair	May 2011 to July 2011 Programme	0	Regional Training – 2 sessions offered both in Wakefield
Equalities & Human Rights Workshop	May 2011 to July 2011 Programme	10	
Managing Difficult Situations & Time Management Skills	May 2011 to July 2011 Programme	4	External Trainer (4 CYC Councillors attended and 3 from other authorities)
Councillors as Community Leaders	May 2011 to July 2011 Programme	1	Regional Training - Scarborough
A Councillor's role in Safeguarding Children & Young People	May 2011 to July 2011 Programme	6	
Understanding Local Government Finance	May 2011 to July 2011 Programme	1	Regional Training – Huddersfield
Working with Young People in the Ward	May 2011 to July 2011 Programme	7	
Pre Council Briefing – A Councillor's Role as a Corporate Parent	May 2011 to July 2011 Programme	11	
Pre Council Briefing – LDF Strategy	In year addition	25	
Local Government Yorkshire & Humber Regional Induction event	May 2011 to July 2011 Programme	2	Regional Event - 4 CYC Councillors registered but 2 'no shows'

## Table of Attendance at Sessions Offered

## Annex A

Session	Programme	Attendees	Comments
Statement of Accounts Briefing	In year addition	5	
Safeguarding Adults	May 2011 to July 2011 Programme	0	Regional Event – Leeds
Ageing Well in York	May 2011 to July 2011 Programme	0	Postponed until later in the year but 7 registered to attend
Briefing - York Central Historic Core Conservation Area Appraisal	In year addition	7	
Neighbourhoods Seminar – Grants and Partnerships	In year addition	2	
Raising the Bar in Scrutiny	In year addition	4	External Trainer
Scrutiny Work Planning Event	In year addition	30	External Trainer
Housing and Public Protection	In year addition	6	
Health Scrutiny Sharing & Learning Event	In year addition	0	Postponed until later in the year but 10 registered to attend
Members Guide to Welfare & Benefits	September 2011 to May 2012 Programme	8	External Trainer
IT Drop in Sessions	September 2011 to May 2012 Programme	0	Also offered in previous programme
Safeguarding Vulnerable Adults	September 2011 to May 2012 Programme	5	
Centre for Public Scrutiny Workshop (Ageing Well)	September 2011 to May 2012 Programme	0	Regional/external offer
Induction – Environmental Services	September 2011 to May 2012 Programme	8	2 sessions offered – there were originally 11 signed up – there was one ‘no show’ and 2 apologies due to other council

## Table of Attendance at Sessions Offered

## Annex A

Session	Programme	Attendees	Comments
			business
Taxi Licensing Training	September 2011 to May 2012 Programme	10	External Trainer (11 signed up but was 'tentative')
Summer Planning Updates	September 2011 to May 2012 Programme	15	3 sessions offered
Briefing - Fairness Commission	September 2011 to May 2012 Programme	14	16 signed up (one tentative and one apology as had already been briefed on this)
An Introduction to Communities & Culture	September 2011 to May 2012 Programme	8	2 sessions offered
An Introduction to Sport & Active Leisure	September 2011 to May 2012 Programme	1	2 sessions offered (7 had initially signed up for this and there were 5 apologies and one 'no-show')
Take a Lead on Safeguarding	September 2011 to May 2012 Programme	1	Regional Event (Bradford)
Briefing on the Dilnot Review	September 2011 to May 2012 Programme	8	12 registered to attend - 4 'no-shows'
Presentation – National Planning Policy Framework	In year addition	14	
Ageing Well in York	September 2011 to May 2012 Programme	12	Postponed from earlier this year – 17 had registered to attend and there were 3 apologies, one 'no show' and 2 left very early on
Pre-Council Briefing – Councillors and Social Media	September 2011 to May 2012 Programme	17	20 had registered and there was one tentative and two 'no-shows'
Briefing – NHS Reforms	In year addition	3	4 had registered and there was one apology

## Table of Attendance at Sessions Offered

## Annex A

Session	Programme	Attendees	Comments
Planning Presentation – Dobbies Garden Centre	In year addition	13	
Planning Presentation – Community Stadium	In year addition	17	
The New Performance Hub	September 2011 to May 2012 Programme	21	2 sessions offered
Localism Roadshow	In year addition	7	Regional training held in York – 8 registered to attend with one 'no-show'
Health Scrutiny Sharing and Learning Event	September 2011 to May 2012 Programme	15	Rescheduled from earlier this year – 17 registered (one apology and one no-show)
Visit to Yorkshire Ambulance Emergency Centre	In year addition	1	External offer to the Health Overview & Scrutiny Committee – originally 3 registered and 2 apologies offered
The Basics of Local Government Finance	September 2011 to May 2012 Programme	5	9 registered (3 'no shows' and one apology)
Audit and Governance Training	In year addition	6	
Briefing – City Transport Issues	In year addition	10	2 sessions - 16 registered in total – the second session was cancelled as only 3 Members signed up – for the first session there was one apology, one 'no show' and one tentative
Presentation – Monks Cross Retail Park	In year addition	14	

## Table of Attendance at Sessions Offered

## Annex A

Session	Programme	Attendees	Comments
Emergency Planning – Speed Training Event	September 2011 to May 2012 Programme	1	4 registered – 2 tentative attendees and one ‘no show’
Youth Council Campaign’s Briefing to Councillors	September 2011 to May 2012 Programme	7	11 registered - 2 ‘no shows’, one apology and one tentative (however the date for this had been moved)
Regional Members’ Scrutiny Network	In year addition	5	
Pre-Council Briefing – The Boundary Commission	In year addition	21	22 registered – one ‘no show’
Regional Training – Advanced Presentation Skills	In year addition	1	2 registered – one ‘no show’
Regional Training – Community Engagement	In year addition	1	
Briefing – Personalisation Agenda	September 2011 to May 2012 Programme	10	This was scheduled as a Pre-Council Briefing earlier in the year but was rescheduled – 12 registered to attend with one tentative and one apology due to illness
Risk Management in Councillor Decision Making	September 2011 to May 2012 Programme	2	5 registered to attend – 3 ‘no shows’
Centre for Public Scrutiny (CfPS) – Ageing Well	In year addition	9	Offered free of charge in York as part of the Health Scrutiny support that CfPS provide. offered over 2 sessions with 12 registered and 3 apologies given
Briefing - Science City York	In year addition	10	11 registered – one ‘no show’



## Table of Attendance at Sessions Offered

## Annex A

Session	Programme	Attendees	Comments
Visit to North Yorkshire Police Control	In year addition	11	Regionally organised over 2 sessions – 3 apologies received
Regional Training – Scrutiny Questioning	In year addition	5	Regionally organised
Treasury Management in a Local Authority	In year addition	7	8 registered with one ‘no show’
PREVENT	September 2011 to May 2012 Programme	8	10 registered (one no show and one apology)
Spring Planning Updates and Annual Refresh	September 2011 to May 2012 Programme	43	Offered over three sessions and a further mop-up session- one Councillor attended twice
Engaging with Young People	In year addition	6	
Visit to Bootham Park Hospital	In year addition	6	External offer to the Health Overview & Scrutiny Committee
Pre-Council Briefing – Local Economic Assessments	September 2011 to May 2012 Programme	0	Cancelled and replaced with the below
Pre Council-Briefing – Higher York	In year addition	16	20 registered (one apology 3 ‘no shows’)
Ageing Well Training for Cabinet Members	In year addition	4	Free training offered to Cabinet Members via the national ‘Ageing Well’ programme
Understanding Parish Councils	Community Events Programme	0	Cancelled as only 4 Members registered to attend
Tour of Foxwood Community Centre	Community Events Programme	0	Cancelled – no one registered to attend
Tour of Burton Stone Community Centre	Community Events Programme	0	Cancelled – only 2 Councillors registered to attend

## Table of Attendance at Sessions Offered

## Annex A

Session	Programme	Attendees	Comments
Tour of Sanderson Court Community House	Community Events Programme	0	Cancelled as only one Councillor registered to attend
Tour of Tang Hall Community Centre	Community Events Programme	0	Cancelled as only two Councillors registered to attend
Briefing – Merger of York & Scarborough Hospitals	In year addition	13	
Developing Ward Plans & Partnerships	Community Events Programme	0	Cancelled as this was surpassed by the briefings given to all groups on the new way of working in the neighbourhood management unit. 6 Councillors had registered to attend
Tour of Council Assets	Community Events Programme	6	8 registered to attend (2 'no shows')
Briefing – Public Health	In year addition	20	21 registered (one apology)

## Member Support Steering Group Annual Work Plan 2012/13

MDWG Meeting	Detail
July 2012	<ul style="list-style-type: none"> <li>• Report - The New Remit of this Committee</li> <li>• Review of PDR Process for Members</li> <li>• Annual Monitor of Take-Up &amp; Evaluation</li> <li>• Work Plan</li> </ul>
September 2012	<ul style="list-style-type: none"> <li>• Local Democracy Week Events</li> <li>• First Monitor of Take-Up &amp; Evaluation</li> <li>• The New 'Zone 47'/'Membersphere'</li> <li>• Results of Six Monthly Survey of Training Courses Attended</li> <li>• Work Plan</li> </ul>
November 2012	<ul style="list-style-type: none"> <li>• Annual Review of Policy</li> <li>• Annual Budget Monitor</li> <li>• Review of 'Pot' Allocated to Groups for External (Non-Core Programme) Events</li> <li>• Report – Review of E-Learning Provision</li> <li>• Work Plan</li> </ul>
January 2013	<ul style="list-style-type: none"> <li>• Second Monitor of Take-Up &amp; Evaluation</li> <li>• Work Plan</li> </ul>
March 2013	<ul style="list-style-type: none"> <li>• Results of Six Monthly Survey of Training Course Attended</li> <li>• Draft Core Programme 2013/14</li> <li>• Work Plan</li> </ul>

**In addition to the above the Steering Group will also consider other items including suggested training throughout the year.**

This page is intentionally left blank